

NAME CHANGE CHECKLIST – MILWAUKEE COUNTY

(Petition for Name Change, Notice and Order for Name Change Hearing, and Order for Name Change)

FILING FEES (\$0, with an approved fee waiver)

- \$168

SERVICE FEES, if applicable (\$0, with an approved fee waiver)

- \$60 - for personal service by Milwaukee County Sheriff

OTHER FEES

- \$ Varies by Newspaper – Publication (Waivers do not apply to these fees)
- \$20 - Original Birth Certificate (Milwaukee County)

FORMS AND COPIES NEEDED (different forms required for individuals above/below age of 14)

- Petition for Name Change (2 copies)
- Notice and Order for Name Change Hearing (2 copies)
- Order for Name Change (2 copies)
- Petition for Waiver of Fees, if applicable

HOW TO REQUEST A FEE WAIVER

1. Fill out the Petition for Waiver of Fees.
 - Sign in front of a notary public (available in Room 104).
 - Bring proof of a month's worth of income or public benefits.
2. **Room G-9–Legal Resource Center** – will assist in printing proof of FoodShare (Quest card does not qualify as proof).
3. **Room 609–Chief Judge's Office** will approve or deny the Fee Waiver.

HOW TO FILE THE MOTION, SCHEDULE A COURT DATE, & SERVE PAPERS (required)

1. Room 104 – Clerk of Courts Office

- File documents with cashier
- Pay filing fee or present approved fee waiver
- The cashier will assign a judge and tell you the number of the judge's courtroom.

2. Judge's Courtroom: _____ (Assigned by cashier in Room 104)

- File documents with Clerk

3. Publication – The "Notice and Order for Name Change Hearing" must be published in one of these papers, once a week for three weeks:

Milwaukee Community Journal
3612 N Dr. MLK Jr. Dr.
Milwaukee, WI 53215
(414) 265-5300

\$100.00 to Publish

The Daily Reporter
225 E Michigan St #540
Milwaukee, WI 53202
(414) 276-0273

\$105.00 to Publish

Once the newspaper has run the notice, they will send you a Proof of Publication.

4. Room 103- Register of Deeds (only if born in Milwaukee County)

- Obtain an original birth certificate for the person whose name is being changed.

5. Minor under 14 and both parents are listed on the birth certificate?

- If only one parent is signing the petition: the other parent must be personally served with the name change court date
- **Room 102, Safety Building–Sheriff's Department:** if the other party lives in Milwaukee County or, private process server.
- If the other party does not live in Milwaukee County, contact the Sheriff's Department in that county or a private process server to arrange service.

ATTENDING YOUR COURT DATE (arrive early, dress nicely, act respectfully)

- Bring Original Birth Certificate
- Bring proof of publication in the newspaper
- Bring proof that other parent was served with the papers, if applicable.



This document was created by the
MILWAUKEE JUSTICE CENTER
March 2015